



**Texas Commission  
on  
Private Security**

**SUBJECT  
TRAINING**

**Rule Number**

**Effective Date**

**Rescind**

02-01-02

**440.00**

**440.01 APPLICATION FOR A TRAINING SCHOOL APPROVAL**

- A. An application for training school approval shall be on a form prescribed by the Commission to show proof that the applicant has:
1. Developed an adequate training course or is using the Commission's most current version training manual as its curriculum;
  2. Adequate space, qualified instructors, and proper instructional material; and
  3. Appointed a qualified manager who will be responsible for training.
- B. The Letter of Approval shall be valid for one year and may be renewed by submitting an application for renewal 30 days prior to the expiration date.
- C. An entity having a private business letter of authority or a governmental letter of authority may seek approval for a training school approval by meeting requirements of 440.01, 432.01, or 432.02 where applicable.
1. A training school approval granted under this section shall be limited to training employees of the letter of authority only.

**440.02 ATTENDANCE, PROGRESS, AND COMPLETION RECORDS REQUIRED**

- A. Commission approved training school shall have a qualified manager who shall comply with the requirements of the Act and Commission rules. This manager shall:
1. Issue an original Certificate of Completion to each qualifying student, within seven days after the student qualifies;
  2. Maintain adequate records to show attendance, progress, of grades of students and maintain on file a copy of each certificate issued to students at the Commission approved training school; and
  3. Make all required records available to investigators employed by the Commission for inspection during reasonable business hours.
- B. Upon renewal, any Commission approved training school that has not submitted applications to register its owners, officers, partners, shareholders and qualified a manager shall be required to do so before the renewal can be completed along with any applications, fees, or fingerprints that may be required for licensing.

**440.04 COMMISSION REFUSAL OF CERTIFICATE OF COMPLETION**

The Commission may refuse to accept a Certificate of Completion from a training school upon receipt of evidence of violation of the Act or Commission Rules involving an owner, officer, partner, shareholder, qualified manager or instructor.

**440.05 WITHDRAWAL OF TRAINING SCHOOL APPROVAL**

The Commission may withdraw approval of a training school upon evidence the school has operated in violation of the Act or Commission Rules.

**440.06 NOTIFICATION OF DENIAL OR WITHDRAWAL OF A LETTER OF APPROVAL**

The Commission, upon review and consideration of an application for training school approval, shall set forth in writing the reasons for denial of approval.

**440.07 APPLICATION FOR A TRAINING INSTRUCTOR LETTER OF APPROVAL**

An application for approval as an instructor shall contain evidence of qualification as required by the Commission. Instructors may be approved for classroom and/or firearm training. An individual may apply for approval for one or both of these categories. To qualify for a classroom or firearm instructor approval the applicant for approval must submit acceptable certificates of training for each category. The classroom instructor and firearm certificates shall each have consisted of a minimum of 40 hours of Commission approved instruction.

- A. Proof of qualification as a classroom instructor shall include, but not be limited to:
  - 1. An instructor's certificate issued by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
  - 2. An instructor's certificate issued by federal, state or political subdivision law enforcement academy.
  - 3. An instructor's certificate issued by the Texas Education Agency.
  - 4. An instructor's certificate relating to law enforcement, private security or industrial security issued by a junior college, college or university.
- B. Proof of qualification as a firearm training instructor shall include, but not be limited to:
  - 1. An instructor's certificate issued by the Law Enforcement Activities Division of the National Rifle Association (NRA).
  - 2. An instructor's certificate issued by TCLEOSE.
  - 3. A firearm instructor's certificate issued by a federal, state or political subdivision law enforcement agency approved by the Executive Director.
- C. A Letter of Approval from the Commission shall be issued to each approved instructor and shall be valid for a period of one year. The instructor's approval may be renewed during the month preceding the month in which the approval expires for a period of one year after expiration, upon application to the Commission and payment of the renewal fee.
- D. The Commission may revoke or suspend an instructor's approval or deny the application or renewal thereof upon evidence that:

1. The instructor or applicant has violated any provisions of the Act or Commission Rules;
2. The qualifying instructor's certificate has been revoked or suspended by the issuing agency;
3. A material false statement was made in the application; or
4. The instructor does not meet the qualifications set forth in the provisions of the Act and Commission Rules as amended.

#### 440.08 TRAINING COURSES

##### A. Guard Training Courses

1. In accordance with the Act, the following training shall be required of registrants and commissioned security officers:
  - a. Level I - All registrants, and commissioned security officers including noncommissioned security officers, private investigators, branch office managers, licensed managers, alarm systems monitors, dog trainers and security consultants and excluding alarm installers, alarm salespersons, owner, officers, partners, and shareholders. A certificate indicating completion of Level I training shall be submitted to the Commission along with the application to register the individual within 14 days after they commence employment.
  - b. Level II - All noncommissioned security officers and commissioned security officers. A certificate indicating completion of Level II training shall be submitted to the Commission within 14 days after they commence employment.
  - c. Level III Training - shall be completed by applicants for a security officer commission and a personal protection officer authorization. A certificate indicating completion of Level III Training shall be submitted to the Commission along with the application to register the individual.
2. Level I and Level II may be taught by the manager, the manager's designee or a Commission approved school and Commission approved instructor using the most current version of the respective Commission Level I and Level II Training Course manual.
3. Level III and IV shall be taught by a Commission approved school and Commission approved instructor using the most current version of the respective Commission Level III and IV manuals.
4. Training manuals for Levels I, II, III, and IV will be prepared by Commission staff and other qualified individuals selected by the Executive Director.
5. The passing grade for all examinations shall be a minimum of 75% correct answers.

##### B. Alarm Training Courses

1. In accordance with the Act, the following training shall be required of an alarm systems installer and a security salesperson:

- a. Alarm Level I – All individuals employed as an alarm systems installer or a security salesperson must hold a certification by a Commission approved training program to renew an initial registration. An original certificate indicating successful completion of an Alarm Level I training program shall be submitted to the Commission along with the proper application to renew an initial registration.
  - b. The passing grade for all Alarm Level I examinations shall be a minimum of 70% correct answers.
  - c. An Alarm Level I program shall be taught by a Commission approved Alarm Instructor.
2. A Commission approved Alarm Instructor may teach Commission approved continuing education courses.

#### **440.09 FIREARM COURSES**

- A. In addition to the firearm qualification requirements as set forth in the Act, a firearm instructor may qualify a student by using:
  1. The Texas Department of Public Safety Practical Combat Pistol Course;
  2. The Federal Law Enforcement Training Center Practical Pistol Course;
  3. The Texas Department of Public Safety Approved Concealed Handgun Weapons Range Qualifications course; or
  4. Other training as may be approved by the Executive Director.
- B. All individuals qualifying with a firearm to satisfy the requirements of the Act or Commission rules shall qualify with an actual demonstration by the individual of their ability to safely and proficiently use the category of firearm for which the individual seeks qualification.
- C. The categories of handguns are:

SA: any handgun, whether semi-automatic or not; and  
NSA: handguns that are not semi-automatic.
- D. The category for any shotgun is STG.

#### **440.10 SHOTGUN TRAINING**

Competency with a shotgun shall be determined by the firearms training instructor after instructing the student in the operation of a shotgun, and the satisfactory completion of the Shotgun Training requirements of Rule 440.11.

#### **440.11 SHOTGUN TRAINING REQUIREMENTS**

Any commissioned security officer licensed by the Commission who, in the performance of his/her duties, has a shotgun available to assist in the protection of life or property must demonstrate competency by successfully completing the course of fire for shotgun training. The course of fire shall consist of nine rounds of nine (9) pellet "00" buckshot fired as follows:

- A. From a standing position at a distance of fifteen (15) yards, three (3) rounds of “00” buckshot in twelve (12) seconds;
- B. From a standing position at a distance of ten (10) yards, three (3) rounds of “00” buckshot in ten (10) seconds;
- C. From a standing position at a distance of five (5) yards, three (3) rounds of “00” buckshot in ten (10) seconds; or
- D. An alternate course of fire may be approved by the Executive Director upon receipt of written application.
- E. A biennial familiarization of six (6) rounds of “00” buckshot shall be required for renewal of a security officer commission.
  - 1. The course of fire shall be as outlined in Rule 440.11 reducing the number of rounds from three (3) to two (2) with a commensurate halving of time in each category.
  - 2. The Executive Director may approve an alternate course of fire upon receipt of written application.

**440.12 TRAINING SCHOOL AND INSTRUCTOR APPROVAL**

For the purpose of this Act, approval as a security officer training school and/or instructor shall be considered a license with respect to suspension, revocation or denial.

**440.13 SECURITY OFFICER TRAINING MANUAL AND EXAMINATION**

- A. The Commission's most current version training manual shall be used by all Commission approved Level III training schools.
- B. All students of a Level III training school shall be tested with the most current version examination prepared by and obtained from the Commission.
- C. The passing grade of all examinations shall be a minimum of 75% correct answers.

**440.14 ALARM INSTALLER AND ALARM SYSTEMS SALESPERSON TRAINING AND TESTING/APPLICATION FOR ALARM TRAINING PROGRAM APPROVAL**

- A. An application for alarm installer or alarm systems salesperson training program approval shall be on a form prescribed by the Commission.
- B. A Letter of Approval shall be granted by the Executive Director to all qualified alarm training programs and shall be valid for one year and may be renewed by submitting an application for renewal no later than 30 days prior to the expiration date along with any required fees.
- C. A qualified manager for an alarm training program in addition to meeting the requirements of 1702.113 and a qualified alarm training instructor must have successfully completed a Commission approved program in alarm installation. Approval by the Commission of alarm training program directors and qualified alarm training instructors shall be valid for one year.

**440.15 ATTENDANCE, PROGRESS AND COMPLETION RECORDS REQUIRED**

- A. A Commission approved alarm training program shall:
  - 1. Issue an original Certificate of Completion to each qualifying student within 7 days after the student qualifies;
  - 2. Maintain adequate records to show attendance, progress, and grades of students; and
  - 3. Make all records required to be maintained available for inspection by Commission staff during business hours.
- B. Qualified Alarm Training Program Instructors shall maintain records on file for inspection by Commission staff during business hours as proof of attendance and progress of grades of students.

**440.16 ALARM SYSTEMS INSTALLER OR ALARM SYSTEMS SALESPERSON**

- A. The Certificate of Completion shall contain:
  - 1. Name and approval number of the school;
  - 2. Approval number(s) of qualified class room instructor(s);
  - 3. Date of completion;
  - 4. Name and signature of the manager of the school; and
  - 5. Full name and social security number of the student.
- B. The Certificate of Completion shall indicate that the student has passed the required test and shall contain the words "has successfully completed the alarm installers or alarm systems salespersons alarm training program approved by the Texas Commission on Private Security."

**440.17 RECORDS REQUIRED ON MANAGER**

- A. Each Commission approved alarm training program shall:
  - 1. Have a qualified manager, and they shall comply with the requirements of 1702.113 of the Act.
  - 2. Register any owners, officers, partners, shareholders, and qualify a manager, and they shall meet the requirements under 1702.113 of the Act.
- B. Each owner, officer, partner or shareholder and qualified manager of a Commission approved alarm training program shall, with 14 days after commencement of employment, submit an application to the Commission, the appropriate fees, and two sets of Commission approved fingerprint cards.
- C. A Commission approved alarm training program shall register its owners, officers, partners, shareholders and qualified manager prior to renewal of the training program.

**440.18            STATUTORY OR RULES VIOLATIONS**

- A.        The Commission may refuse to accept a Certificate of Completion from an alarm training program upon receipt of proof of violation of the Act or Commission Rules involving an owner, officer, partner, shareholder, manager, or alarm training program instructor.
- B.        The Commission may withdraw, suspend or revoke an approval of an alarm training program or approval of an alarm training instructor upon receipt of evidence that the program or instructor has violated the Act or Commission Rules.

**440.19            CERTIFICATE OF COMPLETION**

- A.        The Certificate of Completion shall reflect the particular course or courses completed by a student during the training period.
- B.        All Certificates of Completion shall contain:
  - 1.        Name and approval number of the school;
  - 2.        Date of completion;
  - 3.        Name, signature and approval number of training instructor;
  - 4.        Name and signature of the qualified manager; and
  - 5.        Full name and social security number of student;
  - 6.        The date of final completion of the entire course;
  - 7.        The specific date of firearm qualification along with the name and approval number of the firearms instructor on those certificates designating completion of Level III; and
  - 8.        The certificate of completion for firearms qualification shall:
    - a.        Note the category of firearm as defined in Rule 446.15(c) (1) and (2) and (d) (1), Rule 440.09, (c) and (d).
    - b.        Note the caliber of firearm, and
    - c.        Be on a certificate form designed or approved by the Commission.